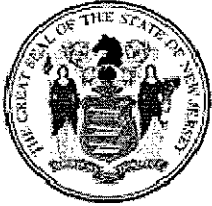


NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY



****LATERAL REASSIGNMENT OPPORTUNITY****

For
CLERICAL SUPPORT
(Second Posting)

SALARY RANGE: \$ 22,450.90 - \$36,852.12 (A04 – A08) **HOURS OF WORK:** 35 Hour Work Week

POSTING PERIOD FROM: February 17, 2010 **TO:** March 3, 2010

OPEN TO: ☐ Unit Scope: ☐ Division Wide
☒ Department Wide (open to Treasury employees)
☐ State Wide (all Departments/State employees)

DIVISION/LOCATION:

Division of Risk Management
20 West State Street, 6th Fl.
Trenton, New Jersey

JOB DESCRIPTION:

Under direction of a supervisor in the Division of Risk Management, will perform clerical support functions commensurate with current title involving the performance of tasks including data entry of claims, typing invoices, answering phones and performing other administrative duties as required.

REQUIREMENTS:

Open to full-time Treasury employees who have completed a working test period and who meet the requirements listed below:

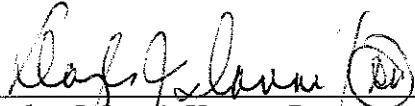
EXPERIENCE: One year of experience in general clerical work.

If you qualify and are interested, send your resume and cover letter within the posting period to:

Linda Price, Supervisor, Employment Unit
Department of the Treasury
Division of Administration /Office of Human Resources
P.O. Box 210
Trenton, NJ 08625-0210
Email address: HumanResources@treas.state.nj.us

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT. Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

JOB POSTING AUTHORIZED BY:


Douglas J. Danni, Human Resources Officer

The State of New Jersey is an Equal Opportunity Employer